

Introduction to the College of Direct Support 8/1/08



Objectives:

- ☐ Provide the web site information
 - ☐ Instruction on how to Login
 - ☐ Instruction on how to access and complete your assigned lessons
 - ☐ Basic instruction on how to navigate through the lessons and take the pre and post test.
 - ☐ Annotations and their purpose
 - ☐ How to properly Log Out
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Sign In: www.collegeofdirectsupport.com/tn

WebInservice Learning System Login Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.collegeofdirectsupport.com/tn/>

Welcome to the College of Direct Support login page.

To gain access to the system you will use the Learner ID and password provided to you by your system administrator. If you don't know your Learner ID or have forgotten it, please click on Contact Information below for assistance.

This site requires Macromedia Flash, Adobe Reader, and Windows Media Player. Download the latest versions by clicking the logos below.

Click here to read a message from Steve Norris, Deputy Commissioner.

To login please provide the following:

User ID:

Password:

Click Login to continue.

- ❑ You will be given an ID and password. Everyone's ID consists of first name initial, last name and last 4 digits of the employee's social security number
Example: **sjohnson2222**
- ❑ Your password will be the word **hello**
- ❑ ***Once you enter the above information click **once on the Login button*****
- ❑ ***You may wish to place a short cut to this site on your computer desktop***



Navigation

So what if you haven't had a lot of computer experience?

- ☐ **DON'T PANIC**

- ☐ Besides a little typing, all you will need to know is how to use a mouse.
- ☐ You will be using the mouse to navigate the cursor (shown above).
- ☐ You will move the cursor, by moving the mouse, onto the point you wish to choose, then click the left button on the mouse.

IT IS EASY!

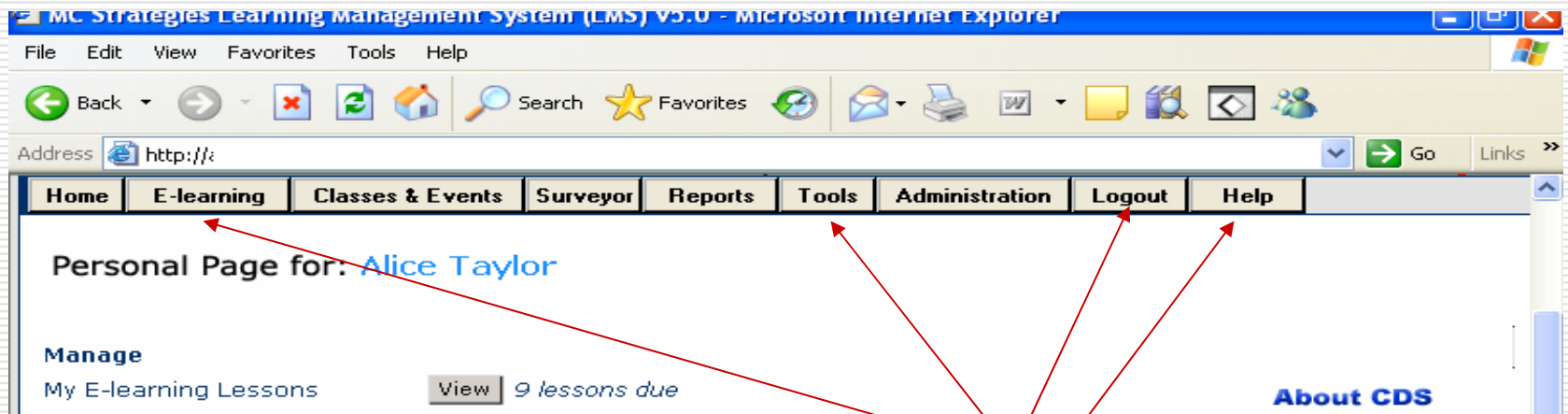
- ☐ **Don't worry, you can not "mess it up"!**
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Navigation: A Computer Mouse

Hold the mouse so you can move it easily. This is the area to press for a "click" of the mouse. If you are left-handed speak with your agency training administrator

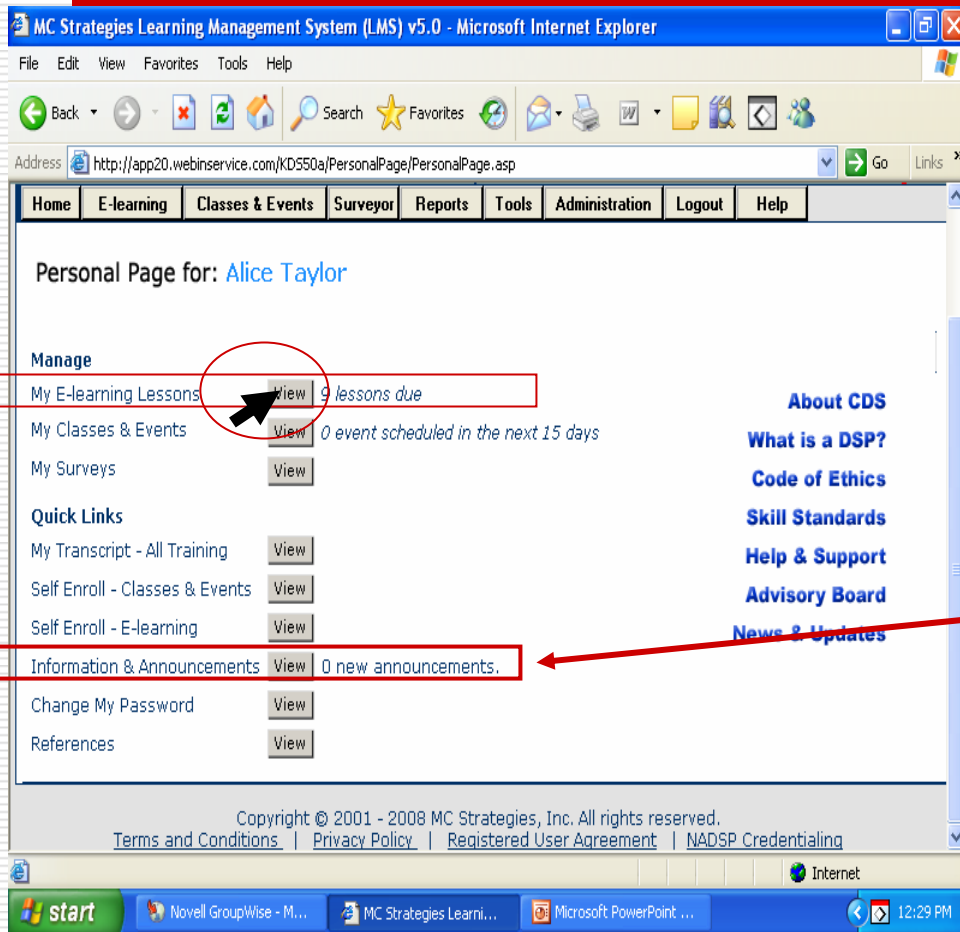


Your Personal Page



Your personal page will have tabs that act like buttons when they are clicked allowing you to access other screens, get help, and even to logout. You may not see this many tabs as they are personal to every learner.

Your Personal Page



- Once you login you will see your Personal Page. Here is where you navigate what you wish to accomplish. The first line notes the lessons you have been assigned. **Put your cursor on the View Button and Click**
- This will take you to the assigned courses for you to complete or review.
- Notice the Information or Announcements option listed toward the end of your personal page. This is an option you should check to see if an announcement or information has been posted for you to review.

Viewing your Assigned Lessons

MC Strategies Learning Management System (LMS) v5.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://app20.webinservice.com/KD550a/content/learning/Reports/LessonPlanLaunchList.asp?tr=3

COLLEGE OF DIRECT SUPPORT
AN INTERNET-BASED COLLEGE FOR DIRECT SUPPORT PROFESSIONALS

Alice Taylor - Division of Mental Retardation Services East TN Region

Home E-learning Classes & Events Surveyor Reports Tools Administration Logout Help

My E-learning Transcript - All Training E-learning Credits Earned

E-learning Not Completed E-learning All My Lessons E-learning By Program E-learning By Module E-learning Self Enroll

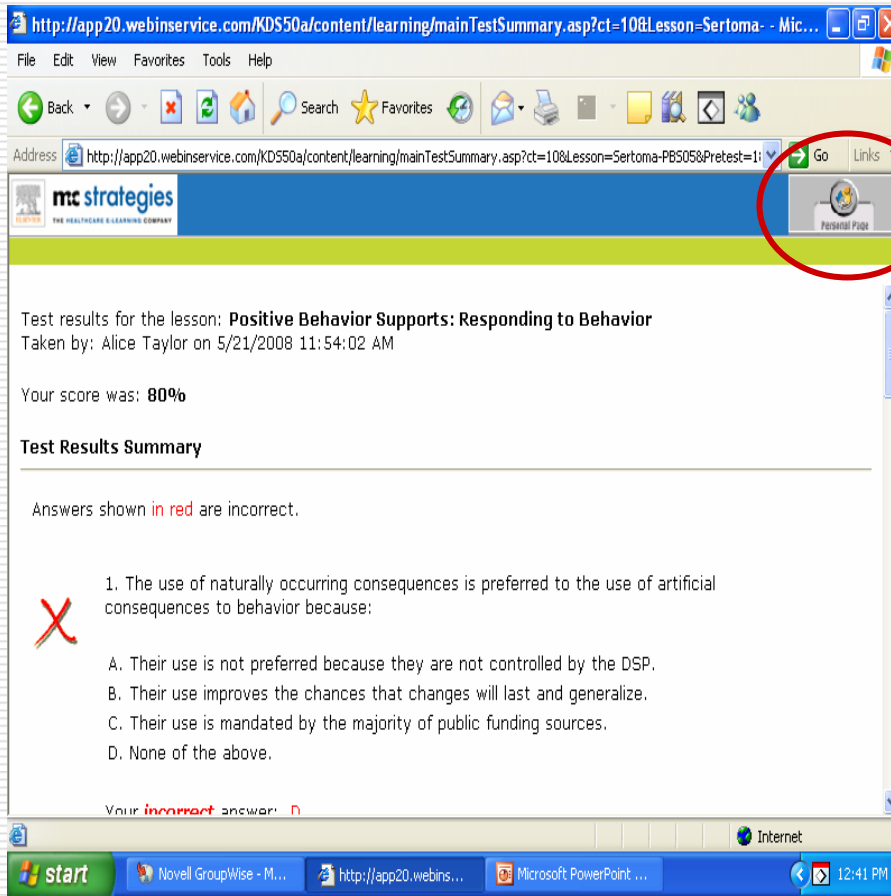
Lesson Name (click to begin)	Test	Eval	Due	Status	Started	Completed	Pretest Score	Score Date
Pretest - Positive Behavior Supports: Responding to Behavior	PreTest		01-10-2008	X				
Pretest - Positive Behavior Supports: Rules, Regulations, Policies, and Rights	PreTest		01-10-2008	X				
Pretest - Teaching People with Developmental Disabilities: Organizing and Applying Teaching Strategies	PreTest		02-01-2008	X				
Introduction to Developmental Disabilities: Introduction			02-02-2008	X				

Done Internet

start Novell GroupWise - M... MC Strategies Learn... Microsoft PowerPoint ... 12:30 PM

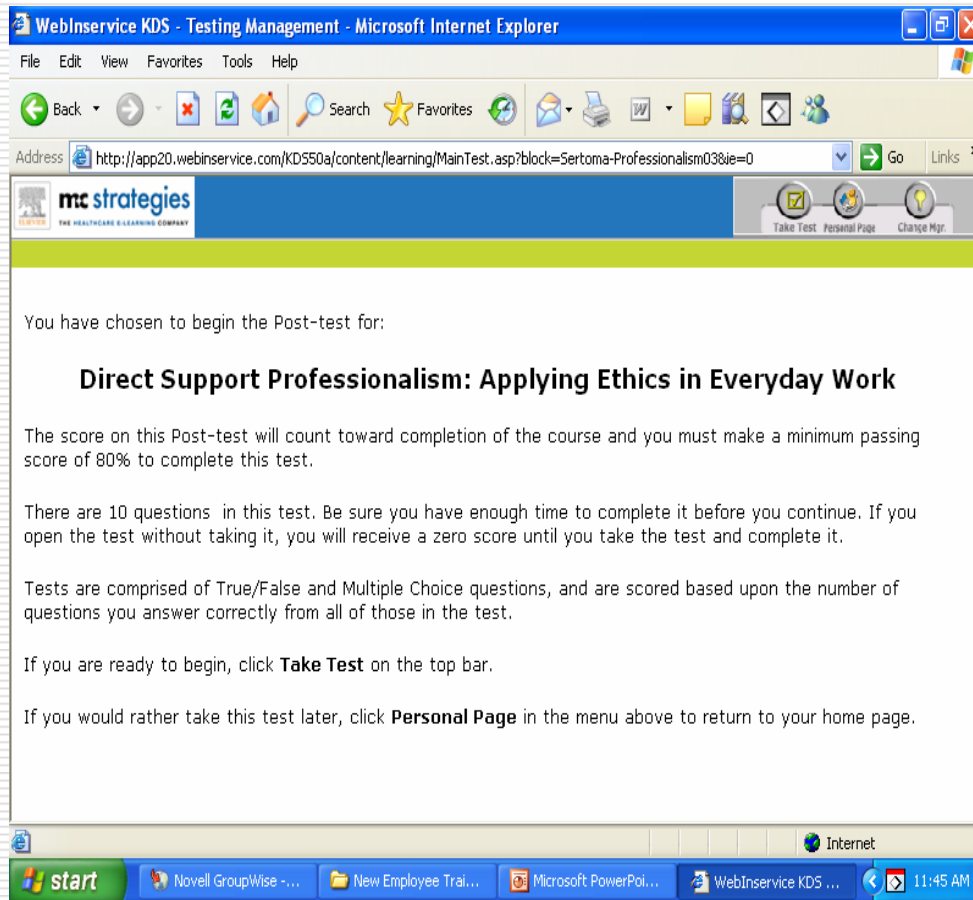
- Once you **Click View**, from the previous slide, you will see your assigned lessons. To start your lessons, place your cursor on the **Pre-Test button** and **click** to take the pre-test (if applicable).

After Submitting the Pre-Test



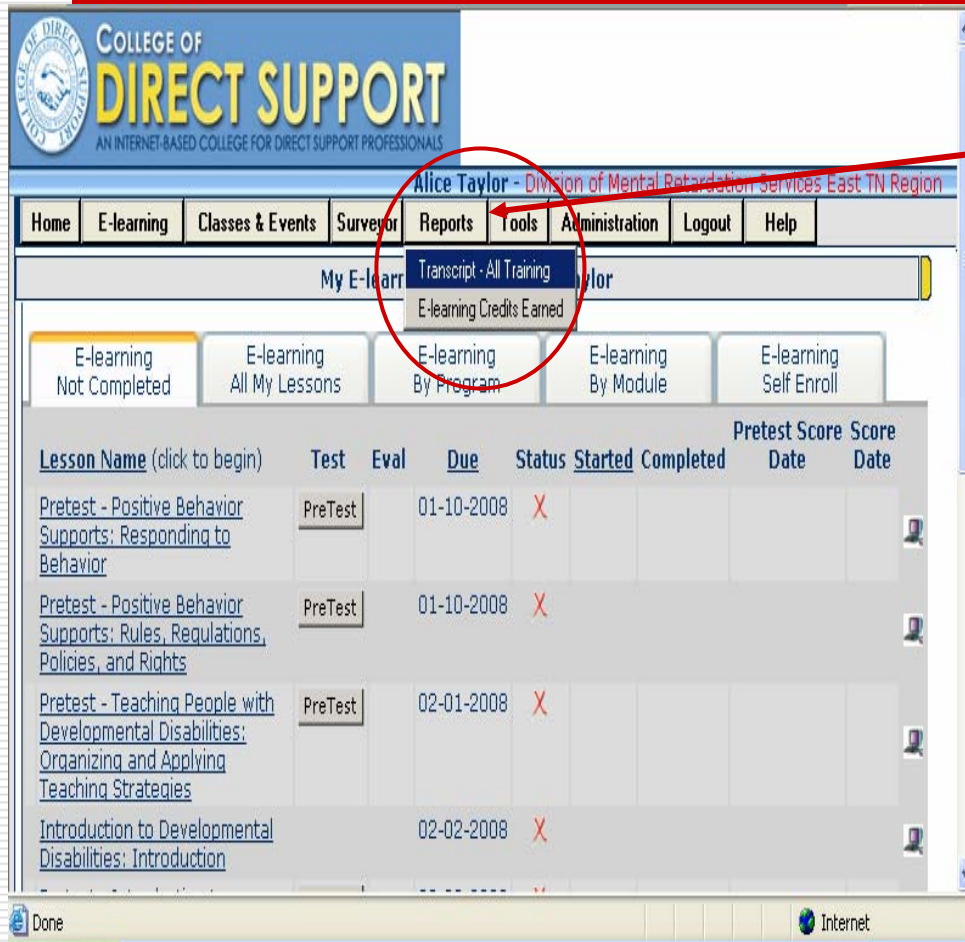
- Once you take the Pre-Test and submit it, you will need to return to your Personal Page (click right hand corner in gray) to see results and click on the next lesson title you wish to take.
- Don't be concerned if you do not make a 100% on the pre-test. The pre-test is used to assess your understanding of the material BEFORE you receive the lesson instruction. The score will not "count" but the pre-test is required to be taken regardless of your score.

Completing the Post-Test



- ☐ Upon completing each lesson you will be instructed to take the post-test.
- ☐ You are required to receive at least 80% on the post-test. You may take the test as many times as you wish but the first passing score will be the score that is recorded on your transcript.

Personal Training Transcript



The screenshot shows the College of Direct Support website interface. At the top, the logo and name "COLLEGE OF DIRECT SUPPORT" are displayed, along with the tagline "AN INTERNET-BASED COLLEGE FOR DIRECT SUPPORT PROFESSIONALS". Below this is a navigation bar with tabs: Home, E-learning, Classes & Events, Surveyor, Reports, Tools, Administration, Logout, and Help. The "Reports" tab is selected, and a red circle highlights it. A red arrow points from the text on the right to the "Reports" tab. Below the navigation bar, the user's name "Alice Taylor - Division of Mental Retardation Services East TN Region" is displayed. A dropdown menu is open under the "Reports" tab, showing two options: "Transcript - All Training" and "E-learning Credits Earned". The "Transcript - All Training" option is selected. Below the dropdown, there are five buttons: "E-learning Not Completed", "E-learning All My Lessons", "E-learning By Program", "E-learning By Module", and "E-learning Self Enroll". The "E-learning By Program" button is selected. Below these buttons is a table with the following columns: Lesson Name (click to begin), Test, Eval, Due, Status, Started, Completed, Pretest Score Date, and Score Date. The table contains four rows of data, each representing a different training module. The first row is "Pretest - Positive Behavior Supports: Responding to Behavior" with a "PreTest" test, an "Eval" of "01-10-2008", and a "Status" of "X". The second row is "Pretest - Positive Behavior Supports: Rules, Regulations, Policies, and Rights" with a "PreTest" test, an "Eval" of "01-10-2008", and a "Status" of "X". The third row is "Pretest - Teaching People with Developmental Disabilities: Organizing and Applying Teaching Strategies" with a "PreTest" test, an "Eval" of "02-01-2008", and a "Status" of "X". The fourth row is "Introduction to Developmental Disabilities: Introduction" with a "PreTest" test, an "Eval" of "02-02-2008", and a "Status" of "X".

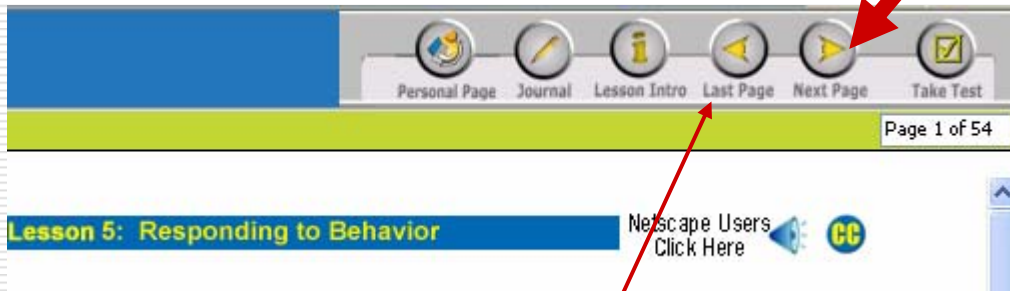
Lesson Name (click to begin)	Test	Eval	Due	Status	Started	Completed	Pretest Score Date	Score Date
Pretest - Positive Behavior Supports: Responding to Behavior	PreTest		01-10-2008	X				
Pretest - Positive Behavior Supports: Rules, Regulations, Policies, and Rights	PreTest		01-10-2008	X				
Pretest - Teaching People with Developmental Disabilities: Organizing and Applying Teaching Strategies	PreTest		02-01-2008	X				
Introduction to Developmental Disabilities: Introduction			02-02-2008	X				

To print a copy of your training transcript you will Click on the REPORT tab at the top. Clicking displays a drop down box (here you see 2 options). Choose the **"Transcript All Training" option.**

This will provide you with a training transcript of all the training you have completed online as well as any classroom training that has been entered in the system.

Navigating through the Lessons:

Each of these is a button.



- ☐ Note the gray area in the right hand top corner of lesson.
- ☐ There are 6 options to choose from.
- ☐ To navigate forward from page to page you will click (using the mouse) on the right pointing arrow labeled **Next Page**.

To return to the previous page click Last Page button

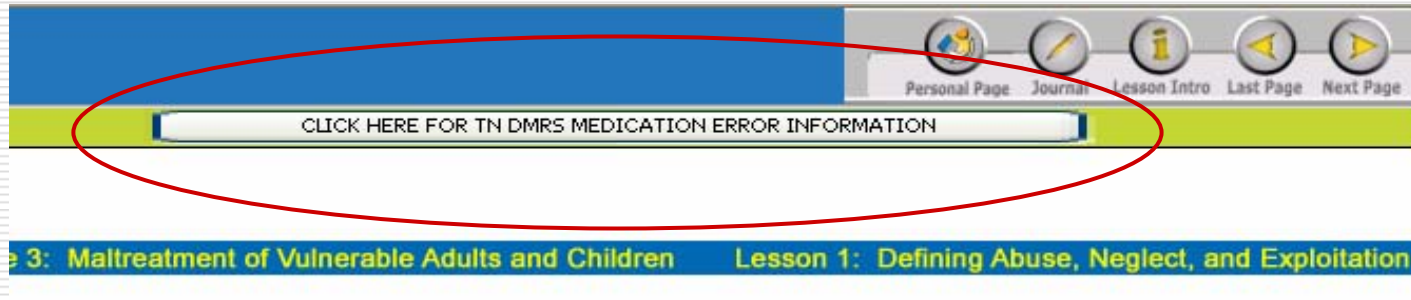
Journal Notations:

- Throughout the lessons you will be instructed to use your journal to make notations. You may do this by clicking on the Journal button in the gray area seen on the previous slide.



Annotations:

An annotation is a note that has been added to enhance the information regarding the lesson. **You need to read it.**



- ☐ When an annotation has been added you will see a gray bar in the green area below the buttons that says "Click here for TN DMRS..."
 - ☐ You are to click on the message for clarity and/or to provide further information related to Tennessee DMRS guidelines or procedures.
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The Post Test



- ❑ Upon completing each lesson slide you will be instructed to take the post test. You will click on this option “take test” in the top right hand corner. Upon completing the test you will click on the “complete test” button at the end of the test.
 - ❑ A score will be recorded on your personal page.
 - ❑ If you do not receive 80% OR better you should re-review the lessons and must retake the test.
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The Post Test

- ❑ The system will record the FIRST passing score.
 - ❑ Each time you take the test the test questions will be re-arranged.
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Due Dates

- ❑ You must be aware of the due dates for your lessons to be completed. The Division of Mental Retardation (DMRS) has expectations in regard to when staff training is completed to assure recipients are being supported by knowledgeable and well-trained staff.
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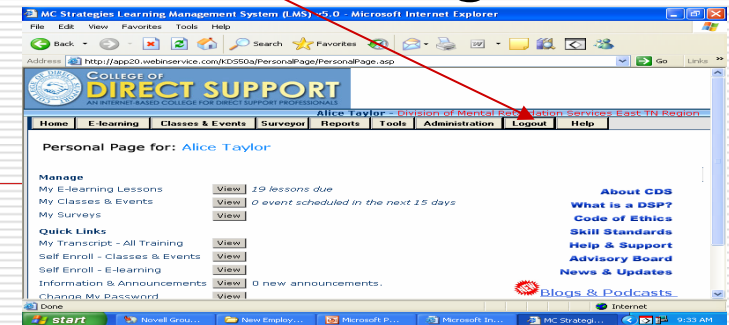
How long will it take me to complete a lesson?

- ❑ The national average reports 30-40 minutes to complete a lesson. However, some do it faster and some slower.
 - ❑ Having this estimate should help you with planning and time management.
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Logging Out



When you are finished, or need to stop in the middle of a lesson, you **MUST** click on the “**Personal Page**” button (again in the gray area noted before) then *click the “log out” tab* at the top. **DO NOT** just **X** out of the program, for if you do, it will NOT save your place and you will have to complete the entire lesson again.



Conclusion:

It is expected that you will find that the information in the College of Support helps you to support individuals with developmental disabilities in an effective and safe manner.

If at ANYTIME you are experiencing difficulty navigating the lessons or need assistance regarding the content of the lessons, please be sure to contact your agency training administrator.
